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8 JUL 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Members of the CIA Selection Board and the Panel of Examiners

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1. On 25 June, the Director approved Regulation [REDACTED] making provision for the Career Staff, the CIA Selection Board and the Panel of Examiners effective on 1 July 1954.

2. With respect to membership on the CIA Selection Board, the regulation reads:

Paragraph 4a(1) "The CIA Selection Board is established and will consist of nine voting members including the Assistant Director for Personnel who will act as permanent chairman. The Director of Central Intelligence will appoint two voting members and two alternates each from the Offices of the Deputy Directors (Plans), (Intelligence) and (Administration) and one voting member and one alternate each from the Offices of the Director of Training and of the Assistant Director for Communications and one alternate from the Office of Personnel. These appointments will be made for one fiscal year in each case. Individuals appointed to the Board may be reappointed, however, at the expiration of their period of service. In the event that the Assistant Director for Personnel is temporarily unable to serve as chairman, he will designate an acting chairman from among the members or alternates to serve in his place."

3. In order that I may present to the Director the names of persons nominated to serve as members of the CIA Selection Board for the Fiscal Year 1955, will you please forward to me at your early convenience your nominations of two voting members and two alternates. In each case your nominees should have had three years of active service in CIA according to the criteria in paragraph 2d of the regulation, be prepared to make application for membership in the Career Staff and, in your opinion, be likely to be accepted for membership. The CIA Career Council, of which

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you are a member, will review and pass on the applications for membership in the Career Staff of the seventeen appointive members and alternates of the CIA Selection Board. Once the Board is established, it will have the responsibility of reviewing and passing on the applications for membership of all other eligible persons in the Agency.

4. For planning purposes, it is estimated that the Selection Board will meet once a month after the initial period of organization. Members of the Selection Board should be of the stature of Assistant Director or Deputy Assistant Director.

5. With respect to the Panel of Examiners, the regulation reads:

Paragraph 4b(1)(a) and (b)

- "(1) A Panel of Examiners is established and will consist of members of the Career Staff, GS-14 and above.
 - (a) Each of the Career Services in the Agency will have generally proportional representation on the Panel based on its personnel strength as of the beginning of each fiscal year, except that at least one member will be named to the Panel from each Career Service.
 - (b) Members of the Panel of Examiners will be appointed by the Director of Central Intelligence from among those nominated by the Heads of Career Services after he has received the recommendations of the CIA Selection Board."


6. In order that the Selection Board, once established as outlined above, may promptly make its recommendations to the Director, will you please also forward to me at your early convenience your nominations to the Panel of Examiners. Each nominee should be of grade GS-14 or above and in each case the factors noted in paragraph 3 above, with respect to three years' service and probable acceptability into the Career Staff, should apply. The Selection Board will pass on the applications for membership into the Career Staff of those nominated to be Examiners. In order that the Career Services under your supervision may have proportional representation on the Examining Panel, it is recommended that you nominate a total of fourteen persons as follows:

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<u>Career Service</u>	<u>Number</u>
Administration	3
Budget and Finance	3
Logistics	4
Medical	1
Security	3

The above figures will give your Career Services strictly proportional representation on the Panel of Examiners. As you will note from the regulation quoted above, it is not necessary that this proportion be followed exactly should you have other especially well-qualified persons whom you may wish to nominate.

7. For planning purposes, it is estimated that each Examiner will have one-half day of duty per month as a member of an Examining Panel. Members of the Panel of Examiners should be of the stature of Division Chief.


Harrison G. Reynolds
Assistant Director for Personnel

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